

RJM TRAINING SEMINAR

December 3 - 6, 2002

SEMINAR LOCATION:

California EDD Training Center
1808 14th Street
Second Floor
Sacramento, CA 95814

HOTEL LOCATION:

Hyatt Regency Sacramento at Capitol Park
1209 L Street
Sacramento, CA 95814
916-443-1234

A block of rooms has been reserved for training participants at the Sacramento Hyatt Regency Hotel under the group name "U.S. Department of Labor Meeting." The room rate is \$84.00 single/double or \$109.00 triple, plus appropriate taxes. Each individual is responsible for contacting the hotel at (916) 443-1234 to make his/her own reservation. Please mention the group name above when making reservations to ensure the correct rate is quoted. Reservations should be made no later than November 21, 2002. After that date, the hotel will continue to accept reservations on a space and rate available basis.

Hotel check-in time is 3:00 p.m. and check-out time is 12:00 p.m. Cancellations must be received forty-eight hours prior to the day of arrival. Guests departing between the hours of 3 p.m. and 6 p.m. on confirmed departure day will be charged ½ day room rate and all early departures are subject to a \$50 administrative fee. Cancellations must be received twenty-four (24) hours prior to the day of arrival. Please retain the cancellation number in order to avoid any fees.

GROUND TRANSPORTATION:

The hotel does not provide free transportation from the airport. At the Sacramento International Airport, there is shuttle service available at the current charge of \$11.00 each way. Taxi service is available at an approximate cost of \$27.00 each way.

Parking is available at the hotel for overnight guests for \$12.00 per day for self-parking and \$18.00 per day for valet parking. In/out privileges are available to guests who bill parking charges to their hotel bill.

The training session is not at the hotel, but is within walking distance (less than one mile).